

TECHNICAL TIPS

FINGERTEC

CONVERT XML REPORT (FROM TA100DIY) INTO XLS (MICROSOFT® EXCEL) FORMAT

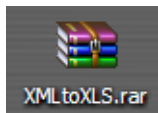
The reports downloaded from TA100DIY are in .XML format and you can view them by using Internet browser (IE, Mozilla Firefox etc). However you can convert XML reports into XLS (Microsoft® Excel) format, so you can do some extra calculation by using the information in the reports. You must have

- 1 – Microsoft® Excel (from Microsoft® Office XP or above)
- 2 – A freeware called XMLtoXLS.xla.exe (you can download from Internet or <http://tips.fingertec.com>)

Before you start, you must download the reports from TA100DIY and save them to PC. Now start to install the freeware XMLtoXLS.exe.

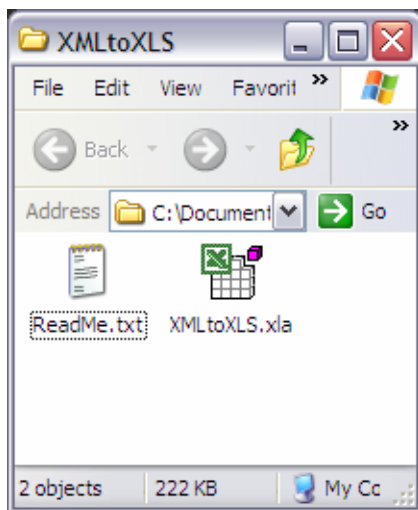
Step 1

Extract the zip file to XMLtoXLS.xla.exe.



Step 2

Check into the XMLtoXLS folder and you can find 2 files (readme.txt and XMLtoXLS.xla.exe).



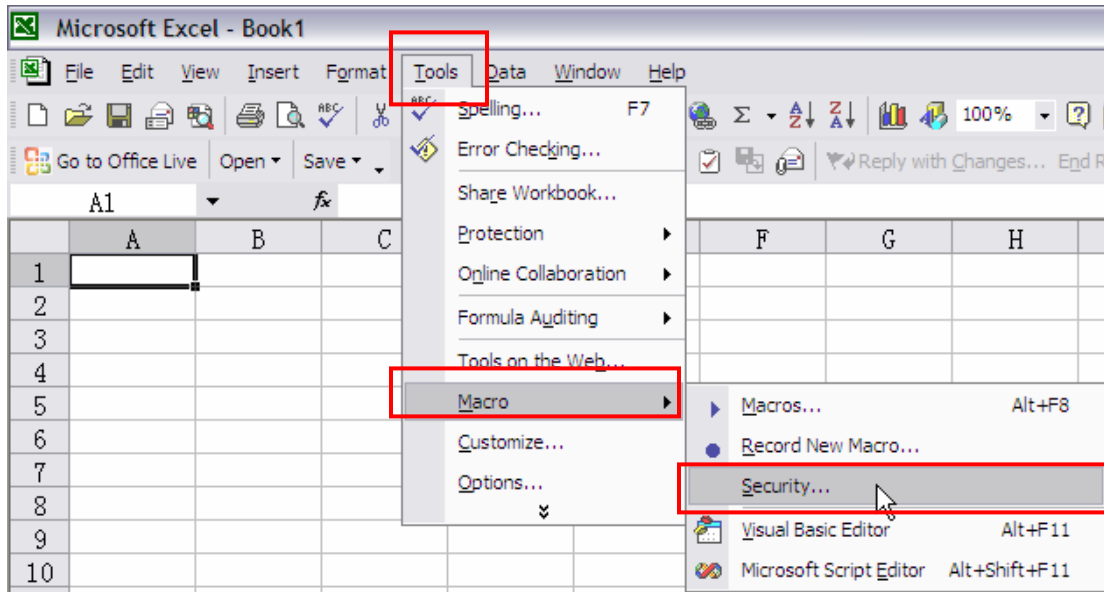
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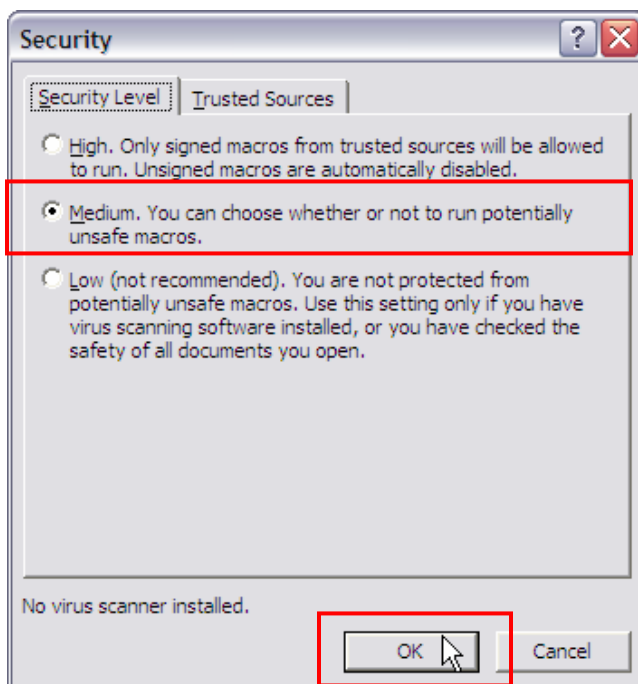
Step 3

Start Microsoft® Excel and do the settings as shown as below.



Step 4

A new window pops up. Select settings as "Medium". Click OK to save settings. Close Microsoft® Excel after save settings.



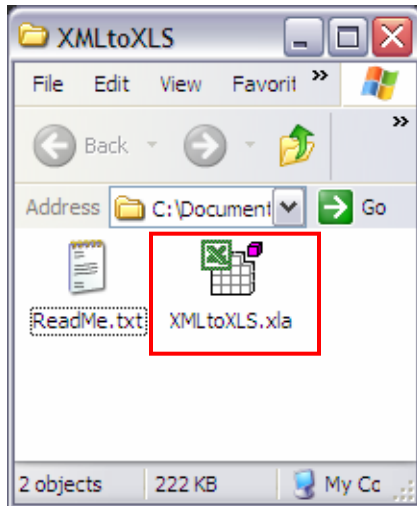
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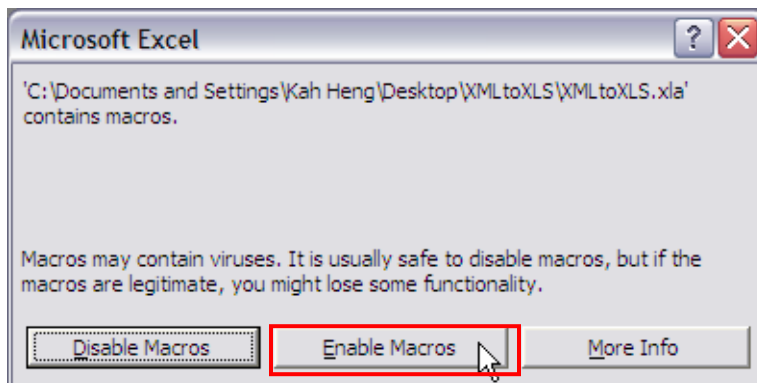
Step 5

Open the XMLtoXLS folder and double click to run XMLtoXLS.xla.exe.



Step 6

A new window pops up. Click "Enable Macros" to start.



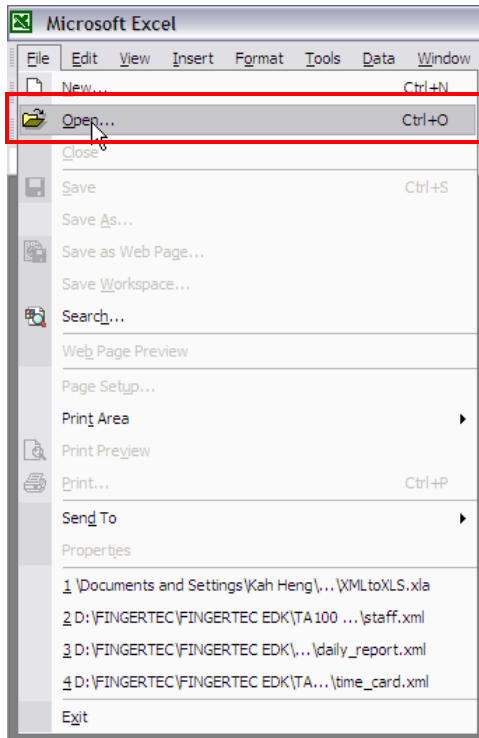
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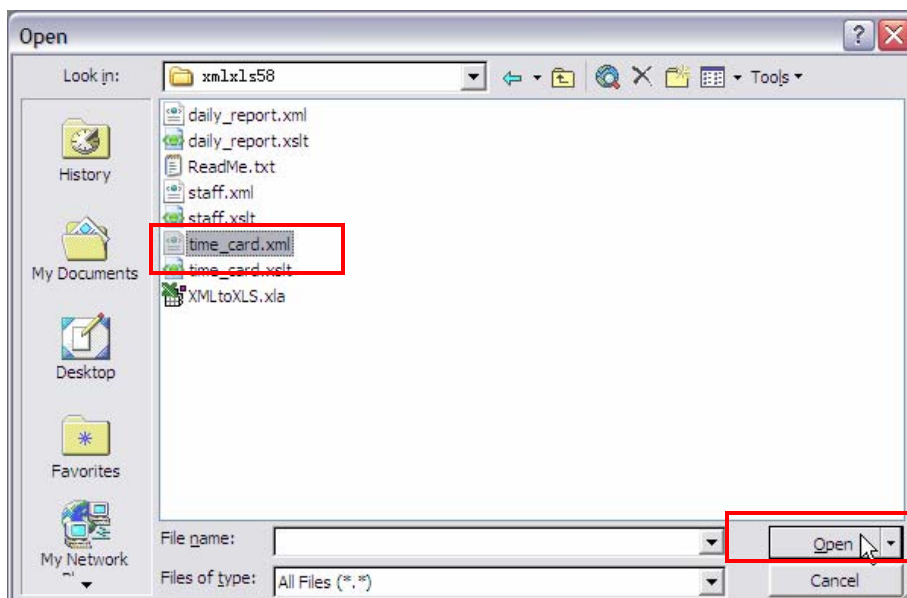
Step 7

Now you can open the XML file to convert to become XLS file.



Step 8

Select the reports downloaded from TA100 DIY. Please always select the report with .XML format.



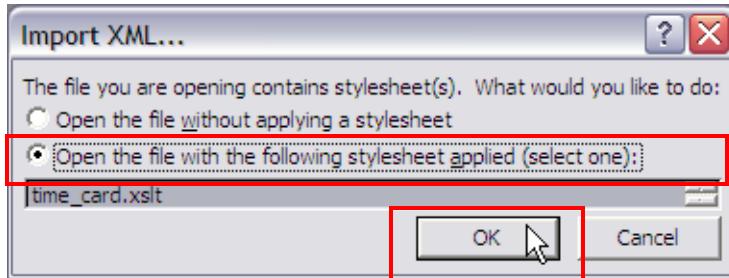
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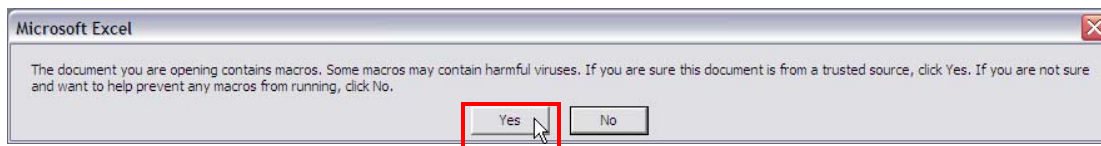
Step 9

A new window pops up. Select "Open the file with the following stylesheet applied (select one)". Click OK.



Step 10

Click Yes to start to convert .XML to become .XLS format.



Step 11

Sample as below.

Microsoft Excel - time_card.xml [Read-Only]

File Edit View Insert Format Tools Data Window Help

Go to Office Live Open Save Save Reply with Changes... Egd Review...

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4	FingerTec													
5	Electronic Time Card													
6	User ID:1899	User Name:Allen	Dept:FingerTec	Period From: 2009-04-06 To: 2009-04-13										
7	10/04/2009													
8	Attdn_Date	Schedule	In	Break	Resume	Out	OT-In	OT-Out	OverTime	Work	Short	Remark		
9	06/04/2009	 AM	08:36	12:40	13:20	18:32				9:56				
10	07/04/2009	 AM	08:40									NoOut		
11	08/04/2009	 AM	08:45	12:45	13:20	18:20	18:45	20:00	1:15	9:35				
12	09/04/2009	 AM										Absent		
13	10/04/2009	 AM	08:12	12:40	13:30	17:50	18:40	19:32	0:52	9:38	0:10			
14	11/04/2009	 AM										Restday		
15	12/04/2009	 AM										Restday		
16														
17	Total Working Days : 4 (Days)													
18	Total Lates : 0 (Minutes)													
19	Total Early Departure : 10 (Minutes)													
20	Total Overtime : 2:7 (Hours)													
21	Total WorkTime : 29:9 (Hours)													